

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1082

TITLE: DEPUTY DIRECTOR, OFFICE OF COMMUNITY REVITALIZATION (OCR)

GRADE: S-33

DEFINITION:

Under the general direction of the Director, OCR, assists the director in all aspects of operations, administration and policy planning for the OCR; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Director, OCR in that the Deputy, OCR assists the director in all aspects of the operations of the department and its programs while the Director, OCR has overall responsibility for the department.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Develops and implements commercial revitalization and reinvestment initiatives, projects and programs;

Structures and negotiates real estate transactions;

Coordinates with County departments and other agencies and local revitalization organizations, the business community, citizens, and investors to initiate revitalization and reinvestment initiatives;

Initiates and coordinates capital projects related to redevelopment or revitalization;

Creates and maintains strong network of business relationships to promote, implement and sustain commercial revitalization programs and initiatives;

Forecasts trends and anticipate service requirements;

Participates in the development of a strategic plan, goals and objectives, and performance measures;

Assists the director in the planning and development of commercial revitalization and reinvestment strategies and programs;

Leads studies designed to evaluate services and programs;

Supervises the day-to-day work of subordinate staff;

Assists the director in preparation and execution of the budget;

Assists the director in ensuring adequate supervision, staffing, training, and development of staff in the OCR.

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Page 2

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the principles, methods and problems of public administration, organization management and planning;

Knowledge of the principles and practices of planning and development in the public sector;
Specialized knowledge in land use, capital improvements, and commercial development and redevelopment;

Knowledge of laws and statutes related to redevelopment and revitalization;

Knowledge of the principles and methods of planning, zoning, and redevelopment;

Ability to establish and maintain effective relationships with other OCR staff, peers, elected officials, citizen groups, boards, commissions and other agencies;

Ability to develop and implement departmental goals and objectives;

Ability to effectively supervise subordinate staff;

Ability to communicate clearly and concisely.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

A Bachelor's degree in planning, economics, or a related field from an accredited college or university plus five years of increasingly responsible planning, community development/redevelopment, real estate finance, zoning or economic development experience, to include supervision in the area of planning, zoning or development.

CERTIFICATES AND LICENSES REQUIRED:

This position will be subject to a criminal history record check and a credit check as a condition of hiring.

RETITLED:	May 13, 2013
REGRADED:	January 4, 2012
ESTABLISHED:	April 12, 2007